

C-O-N-F-I-D-E-N-T-I-A-L

T/II/M-10  
24 February 1965

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Tenth Meeting, 15 February 1965

Members or Their Representatives Present

25X1 CIA - [REDACTED]  
DIA - [REDACTED]  
NSA - [REDACTED]  
AIR FORCE - Lt. Col. Robert R. McAnaw  
25X1 CSS - [REDACTED]

Others Present

None

25X1 1. [REDACTED] called for time expended on task team matters since the  
25X1 last meeting. [REDACTED] would be requested to obtain figures from those  
members not in attendance at this meeting.

2. A call was issued for papers on present and planned item identification systems and activities of agencies not already received.

25X1 [REDACTED] indicated that two NSA papers had been prepared and were being  
coordinated. These should be available next week. [REDACTED] turned in 25X1  
25X1 the paper on CIA. [REDACTED] noted that the second half of the State  
Department paper is still due,

3. The status of activity accomplished under the Task-Subtask Statement which was attached to T/II/M-8 was reviewed. Under Task 1, several papers referred to in paragraph 2 above have not been completed. Task 2, which calls for identification of common elements of item identification systems has been completed. Task 3 calls for the establishment of categories of items for community identification systems. This has been completed except for that part of subtask d calling for further analysis and possible

Group 1  
C-O-N-F-I-D-E-N-T-I-A-L Excluded from automatic  
downgrading and  
declassification.

- 2 -

25X1 augmentation of the item data base already created. Task 4 calls for obtaining rough volume estimates of major categories. Only subtask b, providing a rough definition of items, has been completed to date. With regard to subtask 4 c, [ ] requested that the secretary provide information on volumes of items developed by Task Team I in connection with their studies for content control. Task 5 requires identification of points in the Community where control is or should be established. [ ] indicated that work by Task Team I might be very helpful if it were available in the very near future. With regard to the balance of the Tasks, 25X1 [ ] indicated a change in mode would probably be necessary; i.e., all-day sessions, a retreat to the country, etc.

4. The task team then addressed T/II/M(W)-9/5, one of a series of working papers developed to accomplish Task 3. It deals with item category definitions. Initially, paragraph 4 of subject working paper was considered by the team, i.e., the minimum elements necessary to identify an item in a unique fashion. The discussion also touched on other descriptive elements which might be included on an item list to aid in its use. In this mode it was proposed to add:

- a. Classification of titles, and short titles, if any.
- b. Range of item classification.
- c. Dissemination controls applied.
- d. Frequency.
- e. Status, i.e., currently being published? If not, inclusive dates of publication.
- f. With reference to producer, it was decided that Agency, major component, and lowest level of producing organization identifiable on the item itself should be provided.

5. The attention of the group was then directed to paragraph 2 of subject working paper. Much discussion occurred as to what was meant by an "item". A number of examples were considered including State airgrams, military information reports, CIA [ ] etc. The effect of changes in content to provide so called sanitized versions based on security or dissemination control considerations was discussed. It was agreed that such an action would result in two different items. A change in physical form, format or order and its effect on an item was discussed. It was felt that a change in physical form, i.e., an item produced as a hard copy, textual report and also as a deck of punched cards on a magnetic tape should be treated as different items even though there was no change in content. The Secretary was requested to attempt a rewrite of paragraph 2 in light of the foregoing discussion. 25X1

6. The next meeting will be held at CIA Headquarters on 24 February 1965 at 1330 hours.

[ ]  
Secretary